

**Job Title:** Routing Coordinator**Wage/Hour Status:** Exempt**Reports To:** Director of Transportation**Pay Grade:** Admin 0**Dept./School:** Gentry Long Service Center**Date Revised:** 05/31/2018**Funding Source:** Local

---

The following statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

---

**Primary Purpose**

Establish bus routes and stops; resolving district transportation issues concerning routes; maintaining and operating a variety of computer software programs in support of the district's student transportation system; communicating effectively with dispatch and routing personnel.

**Qualifications**

- Knowledge in Microsoft Office preferred
- Knowledge of routing software preferred
- Fingerprint Clearance, DOT, Background Clearance
- Positive Attitude and support for the Department

**Education/Certification**

- High school diploma or GED
- Valid Commercial Driver's License with "P" & "S" Endorsements or 20-Hour Bus Certification Preferred
- TAPT Certification preferred

**Special Knowledge/Skills**

- Demonstrate ability to remain calm and professional in an environment with frequent interruptions.
- Ability to interact with a diverse group of individuals in a courteous and tactful manner, and establish and maintain effective working relationships.
- Ability to handle problems and stressful situations tactfully and apply proactive problem-solving skills.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to use routing computer software to obtain student transportation information as needed.
- Ability to appropriately communicate with students, teachers, parents and members of the community.
- Ability to work evenings or weekends as needed.
- Knowledge of Excel, Microsoft Word and Outlook

**Name:**

**Appraiser:**

**Experience**

- Two years experience operating a school bus and/or other routed white fleet trips
- Two years experience in participating in route planning
- Experience dispatching
- Experience in computerized school bus routing and problem solving is preferred
- A background in and/or special education experience
- Such alternatives to the above qualifications as the administration may find appropriate and acceptable

On the following pages, you will find the evaluation rubric that supports the position. An annual review of the duties assigned will be measured using the rubric and the explanation scales provided below.

**Explanation of Scale**

- |          |  |
|----------|--|
| <b>4</b> | <b>Exceeds Expectations (3.5 – 4.0)</b>        |
| <b>3</b> | <b>Demonstrates Proficiency (2.5 – 3.49)</b>   |
| <b>2</b> | <b>Below Expectations (1.5 – 2.49)</b>         |
| <b>1</b> | <b>Unsatisfactory Performance (1.0 – 1.49)</b> |

**Major Responsibilities and Duties**

- Ability to gather, collate, and/or classify data; and use basic job-related equipment.
- Flexibility is required to work with others in a wide variety of circumstance
- Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment.
- Problem solving is required to analyze issues and create action plans.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; displaying mechanical aptitude; displaying tact and courtesy; establishing and maintaining effective working relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant interruptions and working with detailed information/data.
- Ability to prepare routes for all GPISD students with regards to pick-up and delivery times, driver and attendant scheduling.
- Ability to maintain data and assist with state reporting.
- Flexibility to assist in other areas as needed.

Name:

Appraiser:

**Major Responsibilities and Duties**

- \_\_\_\_\_ 1. Follows all rules, regulations, and policy(ies) of Grand Prairie ISD and follows directives from Supervisors.
- \_\_\_\_\_ 2. Maintains thorough working knowledge of all laws, procedures and regulations governing school bus drivers and student transportation.
- \_\_\_\_\_ 3. Occasionally operates a two-way radio to dispatch drivers and vehicles on all routes, including regular school bus drivers, and special education drivers. Assure that all school bus routes have buses and drivers assigned.
- \_\_\_\_\_ 4. Assures that drivers are provided with route sheets, maps, and any other items necessary for completing their assignments. Reviews the proper routes with spare bus drivers.
- \_\_\_\_\_ 5. Provides information to staff, schools and the public on routing situations; reviews and evaluates situations and recommends solutions. Uses specialized routing computer system to assist with dispatch activities and to follow-upon questions and problem situations.
- \_\_\_\_\_ 6. Coordinates and implements Regular and other school bus routing; creates routing solutions for the safe and efficient transport of students; corrects and updates time schedules & maps.
- \_\_\_\_\_ 7. Plans and coordinates regular education bus routes between homes and school; adjusts routes in response to changing curriculum needs and other situations impacting transportation routes.
- \_\_\_\_\_ 8. Assists with special education bus routes between homes and schools; frequently monitors modifications and adjustments to routes to meet a variety of student needs; monitors the adjustments to routes and the notification of drivers and parents of changes in transportation needs of student.
- \_\_\_\_\_ 9. Enters routing and student data into computerized transportation routing system; monitors, updates and ensures the accuracy of all system data; monitors, runs and ensures accuracy of regular and special reports.
- \_\_\_\_\_ 10. Assists Manager and Routing Supervisor in the preparation and execution of route bid processes
- \_\_\_\_\_ 11. Fills out appropriate log(s), forms and paperwork, as required.
- \_\_\_\_\_ 12. Completes all required reports on a timely basis.

Name:

Appraiser:

- \_\_\_\_\_ 13. Enters routing and student data into computerized transportation routing system; monitors, updates and ensures the accuracy of all system data; monitors, runs and ensures accuracy of regular and special reports.
- \_\_\_\_\_ 14. Fills out appropriate log(s), forms and paperwork, as required.
- \_\_\_\_\_ 15. Completes all required reports on a timely basis.
- \_\_\_\_\_ 16. Interacts thoughtfully and courteously with staff and parents and resolves conflict in a professional manner.
- \_\_\_\_\_ 17. Maintains appropriate certifications and training hours as required.
- \_\_\_\_\_ 18. Attends work regularly and is punctual
- \_\_\_\_\_ 19. Collects, compiles and analyses state reporting data.
- \_\_\_\_\_ 20. Monitors all routing assignments, routes and coordinators.

Other

- \_\_\_\_\_ 21. Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.
- \_\_\_\_\_ 22. Has demonstrated the district’s established quality customer service standards.

\_\_\_\_\_ **Total/22** \_\_\_\_\_

Comments:

---



---

Name:

Appraiser:

**Supervisory Responsibilities:**

None

**Additional Responsibilities**

- Assist other Routers if needed.
- Provide Transportation if drivers are needed
- Assist Managers and Dispatch if needed

**Equipment Used**

- Two-way Radio
- Computer
- Projector
- District white fleet vehicles
- Software- Transfinder, SMART and Skyward

**Working Conditions**

**Mental Demands/Physical Demands/Environmental Factors:**

- Work with frequent interruptions, maintain emotional control under stress.
- Repetitive hand motions; prolonged use of computer.
- Continual sitting, work outside and inside.
- Ability to work irregular hours as needed.
- Frequent exposure to exhaust and other fumes.
- Periodic exposure to weather conditions.

**Name:**

**Appraiser:**

**(6 of 6)**

**SUMMATION**

---

---

---

---

---

---

---

---

---

---

Date of Conference: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Appraiser's Signature: \_\_\_\_\_

---

